

## COVID-19 Capacity Worksheet and Graduation Planning Tool

This document incorporates guidance from the following California Department of Public Health (CDPH) sources:

- [Guidance for the Prevention of COVID-19 Transmission for Commencement/Graduation Ceremonies](#)
- [CDPH Outdoor Seated Live Events and Performances Guidance](#)
- [Blueprint for a Safer Economy Activity and Business Tiers](#)
- [COVID-19 Public Health Recommendations for Fully Vaccinated People](#)

### Venue Capacity Worksheet

The following worksheet is intended to help determine how many people can attend your graduation ceremony.

#### Table 1: Tier-based capacity limit

Because the capacity of the event venue will be limited based on the county's tier placement on the day of the graduation, developing graduations plans that can be implemented for each tier is recommended. Use this table to establish the capacity limits for your venue for each tier.

|  |   |
|--|---|
| Name of venue: _____   |   |
| What is the <b>normal capacity</b> of the venue based on one of the following sources? (Indicate which source is being used.)  | <b>Normal capacity</b>                                    |
| <input type="checkbox"/> Design/operating capacity<br><input type="checkbox"/> Fire department occupant limit  |   |
| NOTE: If you are using an outdoor space that does not have an occupancy limit, contact your local fire marshal as soon as possible to establish an occupancy limit for the event.  |   |
| <b>Rule:</b> The capacity limit of the venue will be based on the tier placement of the county on the day of the event.  | <b>Enter the tier-based capacity limit for the venue.</b> |
| Purple - Tier 1    No more than 100 people.  | 100   |
| Red - Tier 2    No more than 20% of normal capacity.   |   |
| Orange - Tier 3<br>(Choose one) <input type="checkbox"/> No more than 33% of normal capacity, or<br><input type="checkbox"/> No more than 67% capacity with all guests required to show proof of a negative test result within 72 hours of the event, or that they are fully vaccinated. |   |
| Yellow - Tier 4    No more than 67% of normal capacity.  |   |

*Note: People are considered fully vaccinated for COVID-19 two weeks or more after receiving the second dose in a two-dose series (Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (Johnson & Johnson [J&J]/Janssen)*

**Table 2: Number of people in attendance other than guests**

| Rule: All attendees, including school staff, performers, students, and families must be counted toward the occupancy capacity limit; however, fully vaccinated workers, and those who participate in weekly testing do not need to be included in this count. |                     |
|---|---------------------|
| List the number of...   | Total of non-guests |
| Students who are graduating.  |                     |
| Employees who will be working at the event who are not included in at least one of the following categories: <ul style="list-style-type: none"> <li>Fully vaccinated individuals.</li> <li>Participate in weekly testing.</li> </ul>                          |                     |
| Performers who are not graduating.  |                     |

**Table 3: Potential capacity for guests based on tier limit**

| Tier            | Insert the “tier-based capacity” for each tier from Table 1 | Insert the “total non-guests” from Table 2 and subtract. | Potential number of guests |
|-----------------|---|--|----------------------------|
| Purple - Tier 1 | 100 -   |  | =                          |
| Red - Tier 2    | -   |  | =                          |
| Orange - Tier 3 | -   |  | =                          |
| Yellow - Tier 4 | -   |  | =                          |

**Note:** If the potential number of guests for a tier is a negative number, consider hosting multiple events or using a drive-thru graduation as a contingency plan for that tier.

Based on your work with tables 1-3, you now know the capacity limit of your venue for each tier, the number of non-guests that count toward the capacity limits, and the number of guests that you may be able to invite. But maintaining physical distancing between graduating students, staff, performers, and guests may further limit the number of people that can be accommodated in the venue.

To determine if you can seat all of the attendees permitted under the tier-based limits and maintain physical distancing, you'll need to develop a seating plan for each tier that demonstrates where the graduating students, performers, unvaccinated staff, and guests will be seated while maintaining physical distancing. Table 4 includes two options that can be used to maximize your space. Some research will be needed to generate these numbers.

**Table 4: Modified capacity with physical distancing**

|   | Purple Tier 1   | Red Tier 2  | Orange Tier 3   | Yellow Tier 4   |
|---|---|---|---|---|
| 1. Insert the <b>tier-based capacity limits</b> from Table 1.   | 100   |   |   |   |
| 2. People who live in the same household are not required to physically distance from each other during the event.  |   |   |   |   |
| Will the venue accommodate its full tier-based capacity if: <ul style="list-style-type: none"> <li>People who live in the same household sit next to each other (no physical distancing), <u>and</u></li> <li>6-feet of physical distance is maintained between all non-household members?</li> </ul> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

|   |   |   |   |   |
|---|---|---|---|---|
| <p>3. People who have been fully vaccinated are permitted to sit in a special section without physical distancing if at least 6 feet of physical distance is maintained from people who are not seated in this section.</p> <p>Will the venue accommodate the full tier-based capacity limit if a “fully vaccinated” section is also used during the event?</p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                           | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <p>4. Will the venue accommodate the full tier-based capacity listed in line 1 while maintaining the required amount of physical distancing if one or more of the strategies listed above is used?</p> <ul style="list-style-type: none"> <li>Enter the tier-based capacity from line 1 of this table for each tier that can accommodate the full tier-based capacity with physical distancing.</li> <li>If the venue can’t accommodate the full tier-based capacity with physical distancing, enter the number of attendees that can be accommodated.</li> </ul> <p>In both cases, be sure to describe the physical distancing strategies you will use for each tier when developing your seating plans.</p> | <p>These amounts represent <b>modified capacity</b> for each tier for this event.</p> |   |   |   |

**Table 5: Number of guests**

| Tier            | Insert the modified capacity from Table 4 | Subtract the non-guests | Number of guests |
|-----------------|---|-------------------------|------------------|
| Purple - Tier 1 | -   |                         | =                |
| Red - Tier 2    | -   |                         | =                |
| Orange - Tier 3 | -   |                         | =                |
| Yellow - Tier 4 | -   |                         | =                |

**Table 6: Number of tickets per graduate**

| Tier            | Insert the number of guests from Table 5 | Divide by the number of students graduating from Table 2 | Guests per graduate |
|-----------------|--|--|---------------------|
| Purple - Tier 1 | /  |  | =                   |
| Red - Tier 2    | /  |  | =                   |
| Orange - Tier 3 | /  |  | =                   |
| Yellow - Tier 4 | /  |  | =                   |

## COVID-19 Guidance Checklist

Use the following checklist to ensure that your graduation plans incorporate the required guidance.

| General Considerations   |  |
|--|--|
|  | 1. The school has developed written contingency plans to enact if the tier status of the county changes before the day of the event.   |
|  | 2. If multiple ceremonies are planned for the same location and day, <b>at least two hours between ceremonies</b> is scheduled to prevent mixing across attendees.   |
| <b>Reservations, Tickets, and Seating</b><br>The guidance requires an advance ticket reservation system be used in combination with assigned seating. As very few high school stadiums are labeled for individual seating and most elementary and middle school use playgrounds and folding chairs for graduation ceremonies, <b>systems will have to be devised and implemented to meet these requirements.</b> These requirements reduce opportunities for mixing by: <ul style="list-style-type: none"> <li>✓ Giving people a way to quickly find and take their seats</li> <li>✓ Reducing wandering as people shop for the best seats or try to locate other members of their party</li> <li>✓ Eliminating seat-saving disputes</li> </ul> |  |
|  | 3. The school has a ticket reservation system that requires attendees to sign up by name in advance of the graduation. Only those who have pre-registered will be allowed to attend.   |
|  | 4. People who live in the same household will be assigned seats that allow them to sit together (without physical distancing) while maintaining 6 feet of physical distance from others.   |
|  | 5. Attendees who are not part of the same household will be assigned seats at least 6 feet apart from others.  |
|  | 6. For household seating: At the time a guest reserves tickets, the school will obtain an attestation that the guest's block of seat reservations contains the members of no more than one household (people who live together) and that all members of the guest's party are: <ul style="list-style-type: none"> <li>a. (Purple tier) Travelling no more than 120 miles to attend</li> <li>b. (Red, orange or yellow tier) Not travelling from outside of California to attend, unless providing proof of being fully vaccinated</li> </ul> |
|  | 7. For individual seating: At the time the guest reserves the tickets, the school will obtain an attestation that the individual is not: <ul style="list-style-type: none"> <li>c. (Purple tier) Travelling more than 120 miles to attend.</li> <li>d. (Red, orange or yellow tier) Travelling from outside of California to attend, unless providing proof of being fully vaccinated</li> </ul>   |
|  | 5. The school will continue to update its reservation and ticketing plans to abide by travel limitations as indicated within the current <a href="#">CDPH Travel Advisory</a> .  |
|  | 8. Audience seating must be fixed or marked with identifiable signs to indicate section, row, and seat. Marked seats should clearly define space for individuals with appropriate space per person and no blanket reservations or group areas.   |
|  | 9. If there is permanent seating, rows should be blocked off and kept empty to allow for sufficient distancing between rows.   |
|  | 10. School staff will monitor attendees entering the event and confirm that they pre-registered.   |
|  | 11. The school will include in its communications on graduation that: <ul style="list-style-type: none"> <li>a. Persons who are particularly vulnerable to COVID-19 (e.g., due to age or underlying conditions) are discouraged from attending.</li> <li>b. Individuals who are sick, in isolation, or quarantine must remain at home.</li> </ul>  |

| <b>Control Measures</b>       |  |
|-------------------------------|--|
|                               | 12. All attendees (staff, students, and guests) must wear masks as per <a href="#">CDPH Face Coverings Guidance</a> and maintain distance of at least 6 feet from other attendees at all times, other than with members of their household.  |
|                               | 13. Staff will enforce face covering compliance throughout the event.  |
|                               | 14. Staff will direct people to help maintain physical distancing throughout the event.  |
|                               | 15. A permanent or added barrier will be in place to create at least 12 feet between space occupied by event attendees and the focal point (e.g., stage/podium).   |
|                               | 16. Signage or pavement/ground markings will be posted to have one-way aisles or otherwise direct attendees to follow certain pathways for entering and exiting from the graduation service to ensure social distancing.   |
|                               | 17. Tape, chalk, or other markings will be laid on the ground outside of the venue to maintain physical distancing of at least 6 feet.   |
|                               | 18. Staff will direct successive, row-by-row exiting at the end of the ceremony.   |
| <b>Arrival and Screening</b>  |  |
|                               | 18. The school has a plan to ensure the orderly arrival and exiting of attendees in a manner that encourages physical distancing.  |
|                               | 19. If a line forms outside of the event venue, staff will direct those waiting to maintain physical distancing.   |
|                               | 20. All attendees will be advised to self-screen for fever and COVID-19 symptoms before leaving home for the event.  |
|                               | 21. The school will communicate in writing to all graduates, their household members, school personnel, and others who may attend that if they are feeling ill, have symptoms of COVID-19, or have potentially been exposed to someone with confirmed or suspected COVID-19, they should not attend the graduation event.  |
|                               | 18. The school has ensured that facilities are accessible to persons with disabilities and will provide all necessary accommodations for persons with special needs.   |
|                               | 19. The school will set expectations, policies, and guidelines in advance, and reiterate them before the event day and at the start of the event to ensure overall health and safety.  |
|                               | 21. The school has consulted with the appropriate agencies (local public health departments and law enforcement) and legal counsel as a part of planning this event. Special safety consideration should be explored when planning drive-in, drive-thru, or recorded in-person events.   |
| <b>Graduates and Ceremony</b> |  |
|                               | 22. Develop a plan to ensure the orderly arrival of graduates in a manner that maintains physical distancing.  |
|                               | 23. Graduates must enter and exit 6 feet apart from one another in a single line.  |
|                               | 24. Mark 6-foot sections to help graduates understand what 6 feet looks like. This can be done with small flags, tape, balloons, etc. Indicate that people should stand on or by the markers and remain 6 feet from each other.  |
|                               | 25. Graduates must be seated 6 feet apart.   |
|                               | 26. Speakers may remove masks during their remarks if they remain at least 6 feet away from other attendees. Speakers should keep the time for comments brief to limit the time they are unmasked.   |
|                               | 27. To comply with the 6-foot spacing, handshaking and hugs should not be allowed.   |
|                               | 28. Consider limiting the sharing or exchanging of materials, such as throwing graduation caps, "sign-in" practices, programs, gifts, flowers.   |
|                               | 29. Districts and schools should, if possible, send students diplomas and caps and gowns in advance through the mail or delivery so they can arrive dressed and with their diplomas in hand.   |
|                               | 30. Graduates may be invited to walk across the stage individually and turn their tassel in lieu of receiving the diploma. Alternatively, diplomas and awards could be distributed if bestowing the awards and diplomas is done in a manner that reduces contact (e.g., placing each diploma and award on a table as the graduate walks by to retrieve it). Or, hand hygiene should be performed before and after touching objects and should be available in the appropriate locations. |

|   |   |
|---|---|
| <b>Cleaning and Disinfection</b>  |   |
|   | 31. The venue must be cleaned and disinfected prior to and after the event, particularly high-touch surfaces and areas such as bathrooms. Consider cleaning high-touch surfaces such as the lectern between each speaker. Clean and disinfect shared equipment such as microphones between different users; consult equipment manufacturers regarding the appropriate method. |
| <b>Food and drinks</b>  |   |
|   | 32. Food and drink concessions are only allowed per the tier limits outlined in the <a href="#">CDPH Outdoor Live Events and Performances Guidance</a> . Students and families should be advised in advance regarding the availability of refreshments.   |
| <b>Receptions</b>   |   |
|   | 33. Receptions before or after the graduation must comply with the restrictions within the <a href="#">CDPH Guidance for Gatherings</a> appropriate to the tier in effect for the county at the time.   |
| <b>Employees</b>  |   |
|   | 34. Cal/OSHA's temporary emergency standards do not differentiate between vaccinated and unvaccinated employees. The school must require all employees who are working the event to comply with face covering and physical distancing requirements regardless of their vaccination status.  |
| <b>Provisions if using vaccination status as allowed by the guidance</b><br>People are considered fully vaccinated for COVID-19 two weeks or more after they have received the second dose in a two-dose series (Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (Johnson & Johnson [J&J]/Janssen) |   |
|   | 35. If employees who are fully vaccinated will not be counted toward the capacity for the event, the school will verify that each of the employees has been fully vaccinated and document the names of the employees and method of verification that was used.  |
|   | 36. If the county is in the orange tier and the capacity of the event will be increased from 33% to 67%, all guests must show proof that they are fully vaccinated. The school will verify that each of the guests has been fully vaccinated and will document the guests' names and method of verification that was used.  |
|   | 37. If a special seating section will be used to allow fully vaccinated people to sit together without being physically distanced, the school will verify that each of the guests has been fully vaccinated and will document the guests' names and method of verification that was used.   |